

## Guidelines for Great Resumes

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What is a great resume? One that gets interviews! Use these guidelines while you're writing and you'll end up with a great resume.

A resume tells only part of your story. Say enough to interest the person reading it, but leave the details for the interview. Remember, your purpose is to get an interview—a resume won't get you a job.

### Outline

- ❶ Be Active
- ❷ Be Brief
- ❸ Show the Benefit
- ❹ Be Specific
- ❺ Be Honest
- ❻ Check Your Spelling

#### ❶ Be Active

Use action words to bring your resume to life. See the [list of action verbs](#) and choose the ones that apply to you. Start each sentence with a verb.

#### ❷ Be Brief

Summarize your main accomplishments—the interview is where you give the details. Aim for about 10 accomplishment statements. If you've been working several years, you'll probably have more accomplishments and need two pages to describe your experience.

### **③ Show the Benefit**

Don't just list skills—show the results. For example, “consistently met deadlines” or “operated equipment safely”.

### **④ Be Specific**

When you can, use numbers or percents. For example, “Achieved a safety record of zero accidents in five years”.

### **⑤ Be Honest**

False statements hurt more than they can help. Your background may be checked or you may be asked to explain your statements in an interview. Stick with the truth and you'll have much less to worry about.

### **⑥ Check Your Spelling**

Be sure to check your spelling and grammar. It's a good idea to have someone else read your resume. Ask if everything makes sense and whether it can be improved.